

DLAM 8000.3 MOCAS USERS MANUAL FOR CONTRACT ADMINISTRATION

PART 2 CONTRACT ADMINISTRATION

CHAPTER 5 CONTRACT AUDIT FOLLOW-UP

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PART 2 CONTRACT ADMINISTRATION

CHAPTER 5 CONTRACT AUDIT FOLLOW-UP

2.5.1 CHAPTER OVERVIEW

a. This systems application automates the tracking and reporting of contract audit reports that is required by DoD Directive 7640.2 and DLAM 8105.1, Section 90.01. It is to be used for the tracking of all contract audit reports (except those done in connection with forward pricing actions, which may be tracked by records maintained in the contract file or elsewhere).

b. The application features a standardized format for tracking audit reports that allows for easy updating of status information on the resolution and disposition of those reports. Additionally, from the tracking information entered, the application will automatically sort the Reportable from the Nonreportable audits, and generate the semiannual reports (RCS DD-IG (SA)1580) required by DoDD 7640.2. The application also provides for an extensive inquiry capability, and automatically provides alerts to the ACO when an audit report is about to become overage for resolution, or when the target date for disposition is being approached (to prompt the ACO to adjust that date, if necessary).

c. This chapter is complete within itself, e.g., it includes all necessary information for Sign-On procedures, screen formats, and explanation of output product fields (Sample of outputs will be found in chapter 6, this part) from the Contract Audit Followup System, without reference to any other chapter or part within this manual. This was done because the Contract Audit Followup System is a stand alone application, e.g., it does not interact with the MOCAS data base. Additionally, in some offices the Financial Services element, rather than Contract Administration, will be working with this system.

2.5.2 GETTING STARTED

2.5.2.1 SIGN-ON PROCEDURES

a. GENERAL - The Sign-On procedures provided below are for Four-Phase terminals. The procedures outlined, beginning with Figure 2.5.2-3, may be used for all other types of terminals.

b. PROCEDURES FOR USE

(1) Figure 2.5.2-1 or similar will be displayed on the users terminal. The user will depress V for VISION.

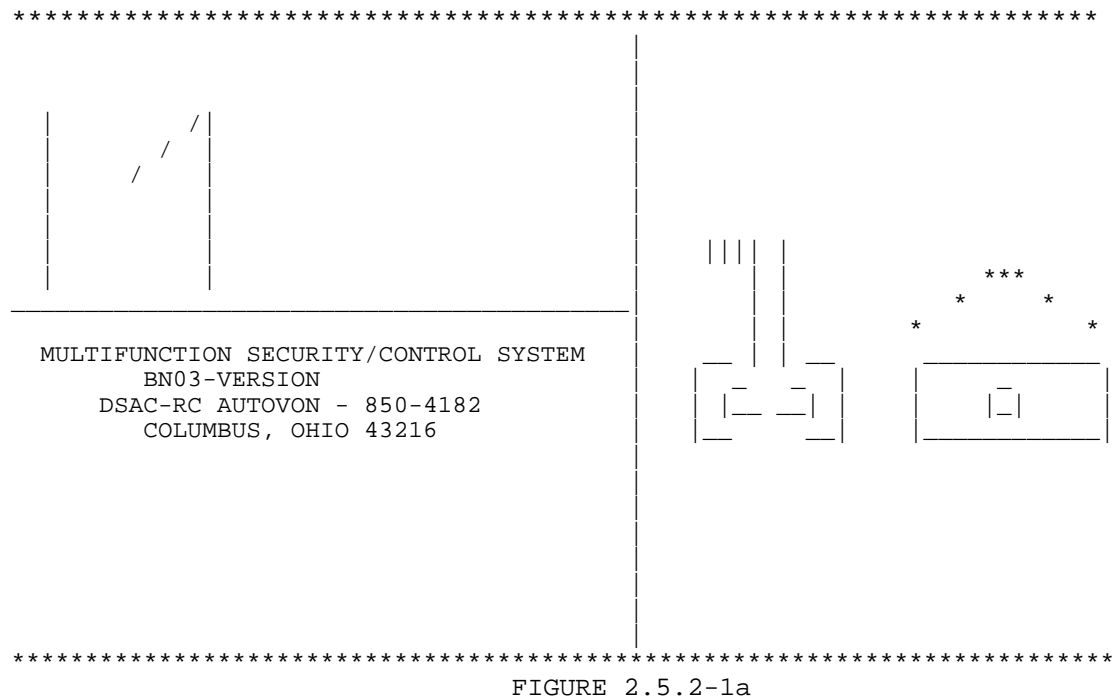


FIGURE 2.5.2-1a

(2) On the next screen (Figure 2.5.2-2), the user will enter a locally assigned three digit code where the question marks appear at the bottom of the screen. The cursor will move to a one position field on this screen where the user will enter a 3.

```
VISION IS READY,  ENTER YOUR ID
001.G,          ,P1,      ,      ???
*****
                        FIGURE 2.5.2-1b
```

(3) The screen will then appear as a blank with the cursor at the upper LEFT corner. The user will enter an eight position Sign-On Code, i.e., /DCRATIO, and depress REL (or ENTER). The message SIGNED ON TO DCRATIO will appear at the bottom of the screen (see Figure 2.5.2-3). The user will depress the REL (or ENTER) key again.

```
NETWORK (CRA) SIGNED ON TO      DCRATIO
*****
                        FIGURE 2.5.2-1c
```

(4) The ENTIRE screen (Figure 2.5.2-4) or similar, will then be displayed. The user will make the following entries:

USER ID: Enter locally assigned ID (RGS Code) then tab to the next field.

NOTE: To tab on Four-Phase terminals hold the SHIFT key and the field key.

FACILITY PASSWORD: Enter locally assigned facility password then tab to the next field.

USER PASSWORD: Enter locally assigned user password then tab to the next field.

APPLICATION ID: Enter MANT then depress REL (or ENTER).

```

          *  **          *  **
        *      *      *      *
      *      *      *      *
    *      *      *      *      * M  M  OOO  CCCC  AAA  SSSS
  *      *      *      *      * MM MM O  O  C    A  A  S
*      *      *      *      * M M M O  O  C    AAAAA SSS
* * * * * * * * * * *      * M  M  O  O  C    A  A  S
* * * * * * * * * * *      * M  M  OOO  CCCC  A  A  SSSS
* * * * * * * * * * *      * * * * * * * * * * *
*      *      *      *      * *****
*      *      *      *      * *
*      *      *      *      * * D O N O T SIGNOFF *
*      *      *      *      * * FROM THIS SCREEN!! *
*      *      *      *      * * PRESS PA2 TO EXIT. *
*      *      *      *      * *
* * * * * * * * * * *      * *****
          ENTER USER ID:      AND FACILITY PASSWORD:
          USER PASSWORD:      APPLICATION ID:

```

FIGURE 2.5.2-1d

(5) The MANTIS screen will be displayed to allow the user to enter a USER and PASSWORD (Figure 2.5.2-5). For this application enter the following:

USER: YAF1 then tab to next field

PASSWORD: (Locally Assigned) then depress REL (or ENTER)

[illegible]

(6) The Contract Audit Followup Master Menu will be displayed (Figure 2.5.2-6). The user may then select the function to be performed. See section 3.

FIGURE 2.5.2-1f

2.5.2.2 SIGNOFF PROCEDURES

a. GENERAL - The Signoff procedures provided below are for Four-Phase terminals. These procedures outlined through Figure 2.5.2-10 may also be used for all other types of terminals.

b. PROCEDURES FOR USE

(1) From the Contract Audit Followup Master Menu the user will depress PA2 to return to the TIS Facility Menu (see Figure 2.5.2-7). When PA2 is depressed the screen will go blank for several seconds before the TIS FACILITY Menu is displayed. The user should not try to proceed until this menu is displayed.

```
FACILITY MENU:  MOCAS SEGMENT 1/X
                FOR USER:  YOUR NAME
LUID:  1F6BC5C1                                STATION:  00094
                APPLICATION  PASSWORD  APPLICATION DESCRIPTION
                PF-KEY      ID      REQUIRED
                01      MANT      N      MANTIS
                02      Q        N      QUERY
```

```
ENTER SELECTION NUMBER:      OR APPLICATION ID:
IF REQUIRED, PASSWORD:
```

FIGURE 2.5.2-2a

(2) From the TIS Facility Menu, depress PA2. The ENTIRE screen will be displayed on the user's terminal (see Figure 2.5.2-8). The user will again depress PA2 as instructed on this screen.

(4) Figure 2.5.2-10 will be displayed on the user's terminal with the message LOGOFF RECEIVED FROM TERMINAL at the bottom. The user will depress the MODE key then X and S.

NETWORK: (CEA) LOGOFF RECEIVED FROM TERMINAL

FIGURE 2.5.2-2d

(5) Figure 2.5.2-11 will then be displayed. The user will depress the CTRL key and the LEFT-ZERO key at the same time.

VISION IS READY, ENTER YOUR ID
001*G, ,P1, , ???

FIGURE 2.5.2-2e

(6) Figure 2.5.2-12 or similar will appear completing the Signoff procedures.

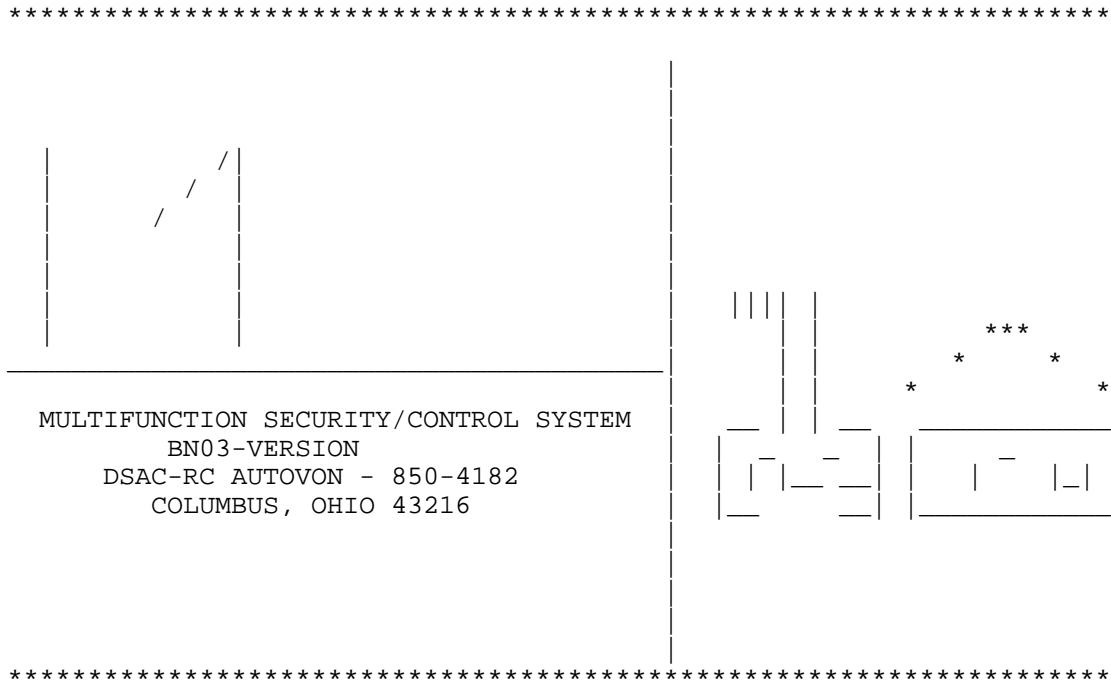


Figure 2.5.2-2f

2.5.2.3 UTILIZATION OF COMPUTER BASED USER DOCUMENTATION

a. GENERAL - Computer Based User Documentation (CBUD) provides assistance/information to the user regarding the purpose of the function being utilized, input instructions for data elements entered by the user, the meaning of data elements displayed on inquiries, or error messages displayed if necessary.

b. PROCEDURES FOR USE

(1) The user can obtain this information/assistance on a menu screen (i.e., Contract Audit Followup Menu) by selecting Function A, Computer Based User Documentation (see Figure 2.5.2-13).

AF0001

CONTRACT AUDIT FOLLOW-UP MENU

COMPUTER BASED USER DOCUMENTATION.....A
ESTABLISH NEW CONTRACT AUDIT REPORT.....B
* CHANGE EXISTING CONTRACT AUDIT REPORT.....C
* DELETE EXISTING CONTRACT AUDIT REPORT.....D
* COMPLETE EXISTING CONTRACT AUDIT REPORT.....E
INDIVIDUAL CONTRACT AUDIT REPORTS INQUIRY...F
SCAN ALL CONTRACT AUDIT REPORT INQUIRY.....G
BUILD REGION STATUS SUMMARY RECORDS.....H
REGION STATUS SUMMARY INQUIRY.....I
SUMMARY BY TYPE OF REPORTABLE AUDIT.....J
OPEN CONTRACT AUDIT REPORTS INQUIRY.....K
CLOSED CONTRACT AUDIT REPORTS INQUIRY.....L
TERMINATE THIS FACILITY.....PA2

* MUST ENTER AUD-RPT-NO FOR THESE FUNCTIONS

FUNCTION: A

AUD-RPT-NO

FIGURE 2.5.2-3a

The system will display a general explanation of the screen and the various functions. (See Figure 2.5.2-14).

CONTRACT AUDIT FOLLOW-UP MASTER MENU

THIS MENU SCREEN ALLOWS THE USER TO PERFORM ONE OF SEVERAL FUNCTIONS.

ESTABLISH NEW CONTRACT AUDIT REPORTS: ALLOWS THE USER TO ENTER DATA FOR A CONTRACT AUDIT REPORT PREVIOUSLY NOT ESTABLISHED IN THE DATA BASE.

CHANGE EXISTING CONTRACT AUDIT REPORTS: WILL ALLOW THE USER TO CORRECT

DATA ON AUDIT REPORTS PREVIOUSLY ENTERED.

DELETE EXISTING CONTRACT AUDIT REPORTS: WILL ALLOW THE USER TO DELETE ALL DATA FOR AN AUDIT REPORT ESTABLISHED ERRONEOUSLY.

COMPLETE EXISTING AUDIT REPORTS: WILL ALLOW THE USER TO ENTER A FINAL DISPOSITION DATE AND COST SUSTAINED AMOUNT FOR AUDIT REPORTS ON THE DATA BASE.

INDIVIDUAL CONTRACT AUDIT REPORT INQUIRY: WILL DISPLAY TO THE USER THE DATA PREVIOUSLY ENTERED FOR A SPECIFIC AUDIT REPORT.

SCAN ALL CONTRACT AUDIT REPORTS INQUIRY: WILL DISPLAY THE DATA FOR ALL PRESS ENTER TO CONTINUE OR PA2 TO RETURN TO SCREEN.

FIGURE 2.5.2-3b

(2) When utilizing an input screen (i.e., Change an Existing Audit Report) or an inquiry screen (i.e., Scan All Contract Audit Reports), the user may request this information by depressing the PF5 key. The cursor will be positioned on the CBUD field. The user will then enter the data element name as it appears on the screen (and then depress ENTER) for an explanation of that specific data element or the screen number (located in the upper left-hand corner of the screen) for a general explanation of the function being performed. (See Figure 2.5.2-15).

AF2000 CHANGE EXISTING CONTRACT AUDIT REPORT
CBUD: AUD-RPT-NO

-----GENERAL TRACKING DATA-----

AUD-RPT-NO: 1641-8S442005	
SUP-AUD-NO:	
CNTRR-NM: PEABODY BARNES, INC.	
ORG: JB	CROSS-F:
DT-AUD-RPT: 88 07 13	DT-RPT-RCVD: 88 08 30
ACO-TCO: B6	RES-TRGT-DT: 89 02 28
TP-AUD: E	DIS-TRGT-DT: 90 03 31
DT-RSLVD: 88 09 08	
AMT-AUD: 0	CST-QUES-AVD: 0
DT-PRENEG-RVW:	
DT-DEF-ACT-RQST:	

-----REPORTABLE AUDIT DATA-----

CST-SUS-AVD: 0	PND-LIT:
REMARKS:	

FIGURE 2.5.2-3c

The system will display the information requested on the user's terminal. (See Figure 2.5.2-16)

COMPUTER BASED USER DOCUMENTATION - AUD-RPT-NO
AUDIT REPORT NUMBER (AUD-RPT-NO):

ENTER THE UNIQUE IDENTIFYING NUMBER ASSIGNED TO THE AUDIT REPORT BY
AA.
UP TO 25 POSITIONS OF DATA MAY BE ENTERED.

PRESS ENTER TO CONTINUE.

FIGURE 2.5.2-3d

The user will then depress ENTER or PA2 to return to the screen being used. The cursor will be placed on the data element field for which information was requested whenever an entry is allowed in the field. For inquiries where fields may not be changed, the cursor will be placed on the first data field allowing entries. Information on other data elements may then be requested by repeating this procedure or the user may continue with the data entry/inquiry being performed.

(3) When an error message is displayed to the user indicating an incorrect entry has been made, further information can be requested for those messages that are not self-explanatory. These are indicated by an asterisk in the first position of the message (see Figure 2.5.2-17).

```
*****
AF2000          CHANGE EXISTING CONTRACT AUDIT REPORT
CBUD:

-----GENERAL TRACKING DATA-----
AUD-RPT-NO:  1641-8S442005
SUP-AUD-NO:
CNTRR-NM:  PEABODY BARNES, INC.
ORG:  JB                      CROSS-REF:
DT-AUD-RPT:  88 07 13          DT-RPT-RCVD:  88 08 30
ACO-TCO:  B6                   RES-TRGT-DT:  89 02 28
TP-AUD:  X                     DIS-TRGT-DT:  90 03 31
DT-RSLVD:  88 09 08
DT-PRENEG-RVW:                  CST-QUES-AVD:  0
DT-DEF-ACT-RQST:

-----REPORTABLE AUDIT DATA-----

CST-SUS/AVD:  0                PND-LIT:
REMARKS:
```

*TP-AUD CODE DOES NOT MATCH LIST OF VALID CODES

```
*****
FIGURE 2.5.2-3e
```

To obtain this information, the user depresses PF1 key. The system will display the information requested on the user's terminal (see Figures 2.5.2-18 and 2.5.2-19).

ERROR PROMPTER--TP AUD (F13)

TYPE OF AUDIT (TP-AUD):

AN INVALID ENTRY HAS BEEN MADE IN THE TP-AUD FIELD. VALID ENTRIES CONSIST OF A SINGLE ALPHA CODE DESIGNATING THE TYPES OF AUDIT PERFORMED BY DCAA THAT WILL BE TRACKED AND (WHEN APPLICABLE) REPORTED BY THIS SYSTEM. THESE CODES ARE LISTED ON THE SECOND PAGE OF THIS PROMPTER.

PRESS ENTER TO CONTINUE OR PA2 TO RETURN TO SCREEN.

**** MORE TO COME, PRESS ENTER TO CONTINUE ****

FIGURE 2.5.2-3f

ERROR PROMPTER--TP AUD (F13)

TYPE OF AUDIT (TP-AUD):

-CODE-	-----EXPLANATION-----
A	ESTIMATING SYSTEM SURVEY
B	ACCOUNTING SYSTEM SURVEY
C	INTERNAL CONTROL REVIEW
D	DEFECTIVE PRICING REVIEW
E	COST ACCOUNTING STANDARDS NONCOMPLIANCE
F	OPERATIONS AUDIT
G	INCURRED COSTS
H	SETTLEMENT OF INDIRECT COST RATES
I	FINAL PRICING SUBMISSIONS
J	TERMINATION SETTLEMENT PROPOSALS
K	EQUITABLE ADJUSTMENT CLAIMS
L	HARDSHIP CLAIMS
M	ESCALATION CLAIMS
O	OTHER

PRESS ENTER TO CONTINUE.

FIGURE 2.5.2-3g

The user will then depress ENTER or PA2 to return to the screen. The cursor will be placed on the field where the error occurred allowing the user to make the necessary correction. Note: If the screen goes blank with an error message at the bottom, depress ENTER or PA2 to return to the Master Menu.

2.5.3 INPUT PROCEDURES

2.5.3.1 AF0001 - CONTRACT AUDIT FOLLOW-UP MENU

a. GENERAL - This menu screen allows the user to select one of several functions to be performed.

b. SCREEN FORMAT - Figure 2.5.3-1 is a sample screen format for AF0001.

AF0001

CONTRACT AUDIT FOLLOW-UP MENU

```
COMPUTER BASED USER DOCUMENTATION.....A
ESTABLISH NEW CONTRACT AUDIT REPORT.....B
* CHANGE EXISTING CONTRACT AUDIT REPORT.....C
* DELETE EXISTING CONTRACT AUDIT REPORT.....D
* COMPLETE EXISTING CONTRACT AUDIT REPORT.....E
  INDIVIDUAL CONTRACT AUDIT REPORTS INQUIRY.....F
  SCAN ALL CONTRACT AUDIT REPORTS INQUIRY.....G
  BUILD REGION STATUS SUMMARY RECORDS.....H
  REGION STATUS SUMMARY INQUIRY.....I
  SUMMARY BY TYPE OF REPORTABLE AUDIT.....J
  OPEN CONTRACT AUDIT REPORTS INQUIRY.....K
  CLOSED CONTRACT AUDIT REPORTS INQUIRY.....L
  TERMINATE THIS FACILITY.....PA2
```

* MUST ENTER AUD-RPT-NO FOR THESE FUNCTIONS

FUNCTION:

AUD-RPT-NO

FIGURE 2.5.3-1

c. INPUT INSTRUCTIONS - Entries required are as follows:

AUD-RPT-NO AUDIT REPORT NUMBER (25 A/N) - For Functions C, D and E the audit report number to be changed, deleted or completed must be entered. This audit report number must exist within the system and entered exactly as shown in the data base.

FUNCTION FUNCTION (1 A) - A selection must be entered in this field. Must be alpha (A-L). If function I is desired, function H must first be selected to build the region status summary records. Screen AF8000 will then automatically be displayed.

Press REL (or ENTER) after last entry.

d. A general explanation of the purpose of this menu screen exists within Function A, Computer Based User Documentation.

2.5.3.2 AF1000 - ESTABLISH NEW CONTRACT AUDIT REPORT

a. GENERAL - This function is used to enter new contract audit reports into the system. (A general explanation of this function is available by entering AF1000 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.)

b. SCREEN FORMAT - Figure 2.5.3-2 is a sample screen format for AF1000.

AF1000 ESTABLISH NEW CONTRACT AUDIT REPORT
CBUD:

-----GENERAL TRACKING DATA-----

AUD-RPT-NO:	
SUP-AUD-NO:	
CNTRR-NM:	
ORG:	CROSS-REF:
DT-AUD-RPT:	DT-RPT-RCVD:
ACO-TCO:	RES-TRGT-DT:
TP-AUD:	DIS-TRGT-DT:
DT-RSLVD:	
DT-PRENEG-RVW:	CST-QUES-AVD:
DT-DEF-ACT-RQST:	

-----REPORTABLE AUDIT DATE-----

CST-SUS-AVD:	PND-LIT:
REMARKS:	

FIGURE 2.5.3-2

c. INPUT INSTRUCTIONS - Entries required are as follows: (Tab to the next field, as necessary, after data is entered.)

AUD-RPT-NO AUDIT REPORT NUMBER (25 A/N) - Enter the unique identifying number assigned to the audit report by DCAA. The audit report number entered must not already exist within the system. Note: If an audit report number and/or organization code are incorrect, then the entire audit report must be deleted and reentered under the correct audit report number and organization code. Corrections cannot be entered in these fields after establishment.

SUP-AUD-NO SUPERSEDED AUDIT REPORT NUMBER (25 A/N) - Enter the audit report superseded by the audit report being entered, if applicable. May be left blank. If entered, must match the data base. An entry in this field automatically dispositions the superseded report (places in closed status).

This automatically records zero dollars in the costs questioned/sustained fields. If more than one audit report is superseded, Function E (Screen AF4000) Complete Existing Contract Audit Report must be accessed to disposition the additional superseded reports. Enter appropriate notations in the Remarks field.

CNTRR-NM	CONTRACTOR NAME (35 A/N) - Enter up to 35 positions of the name of the plant, division or company at which the audit was performed. Use of abbreviations should be avoided whenever possible.
ORG	ORGANIZATION (2 A/N) - Enter the two position code identifying the cognizant contract administration activity (CAO or DCMD). Must be a valid code.
CROSS-REF	CROSS-REFERENCE NUMBER (17 A/N) - Leave blank, or enter a contract number or number of another audit report that the instant audit report is related to.
DT-AUD-RPT	DATE OF AUDIT REPORT (6 N) - Enter the six position calendar date (YYMMDD) that the audit report was released by DCAA (will be found on the cover page of the audit report, or on the transmittal letter).
DT-RPT-RCVD	DATE AUDIT REPORT RECEIVED (6 N) - Enter the six position calendar date (YYMMDD) that the audit report was actually received by the cognizant contract administration activity (CAO or DCMD).
ACO-TCO	ADMINISTRATIVE CONTRACTING OFFICER - TERMINATION CONTRACTING OFFICER (2 A/N) - Enter the two position code identifying the particular DCAS contracting officer (ACO or TCO) having the responsibility of resolution and disposition of the audit report. Must be a valid code and exist on Table 44. If not on Table 44, action must be taken to have it entered by the -Z activity.
RES-TRGT-DT	RESOLUTION TARGET DATE (6 N) - Enter the six position calendar date (YYMMDD) that resolution of any differences between the contracting officer and the auditor, concerning the content of the audit report or the auditor's recommendations is expected. This date must be earlier than the DIS-TRGT-DT.
DIS-TRGT-DT	DISPOSITION TARGET DATE (6 N) - Enter the six position calendar date (YYMMDD) established by the responsible contracting officer as a target date for final disposition of the audit report. This date is to be revised as necessary to most accurately reflect the latest status of disposition efforts (See also Date of Final Disposition - DT-FNL-DIS, Screen AF4000, Function E).

TP-AUD TYPE OF AUDIT (1 A) - Enter the one position code designating the type of audit performed by DCAA that will be tracked, and (when applicable) reported on by this system in accordance with the following (Refer to CBUD and DLAM 8105.1, 90.01-13)

- A - Estimating System Survey
- B - Accounting System Survey (Review)
- C - Internal Control Review
- D - Defective Pricing Review
- E - Cost Accounting Standards Noncompliance Review
 (includes any subsequent CAS Change Cost Impact Reviews)
- F - Operations Audit
- G - Incurred Costs
- H - Settlement of Final Indirect Cost Rates
- I - Final Pricing Submissions
- J - Termination Settlement
- K - Equitable Adjustment Claims
- L - Hardship Claims
- M - Escalation Claims
- O - Other

NOTE: Audits relating to Forward Pricing Actions will not be tracked in this system.

DT-RSLVD DATE RESOLVED (6 N) - Enter the six position calendar date (YYMMDD) on which any differences between the contracting officer and the auditor, concerning the content of the audit report or the auditor's recommendations, were resolved and the Government's course of action was established. This field will normally be left blank on initial input.

CST-QUES-AVD COSTs QUESTIONED/COSTs AVOIDANCE (10 N) - Enter the portion(s) of the contractor's proposed or actual cost that is identified in the audit report as being not allocable, allowable or reasonable; or, identified as being avoidable (i.e., will not be incurred) through a change in the contractor's practices. Entry must be void of all special characters (i.e., .\$) and rounded, when applicable, to next highest dollar (no cents). If the TP-AUD (Type of Audit) is C, F, G, H, I, J, K, L, or M, this field must be numeric, greater than 100,000. (See DLAM 8105.1, 90.01-13).

T-PRENEG-RVW DATE PRENEGOTIATION OBJECTIVES REVIEWED (6 A/N)
Enter the six position calendar date (YYMMDD) to designate that the contracting officer's proposed course for disposition of the audit report was reviewed and cleared by the appropriate Prenegotiation Review Official. This field may be left blank on initial entry (see DLAM 8105.1, 90.01). Also see instructions for Function C, Screen AF2000, Change Existing Contract Audit Report.

DT-DEF-ACT-RQST	DATE DEFERRAL ACTION REQUESTED (6 N) If an investigative agency requested the ACO/TCO to defer resolution and/or distribution actions on audit recommendations, enter the six position calendar date of request (YYMMDD).
CST-SUS/AVD	COSTS SUSTAINED/AVOIDED (10 N) - Enter the portion of the Cost Questioned/Cost Avoidance actually saved or avoided on final disposition of the audit report. Entry must be void of all special characters (i.e., \$.) and rounded, when applicable, to next highest dollar (no cents). No entry allowed, (Screen AF1000), entry is for Function E, (Screen AF4000), Complete Existing Contract Audit.
PND-LIT	OPEN PENDING LITIGATION (10 A/N) - If an issue raised by the audit report is being litigated, then enter the docket/case number as follows: For ASBCA cases enter BCA-(docket number). For Claims Court cases, enter CC-(docket number). For U.S. District Courts cases, enter U (two digit state abbreviation) - (case number). This field will be left blank if this case is not in litigation.
REMARKS	REMARKS (240 A/N) - User may enter up to 240 positions of nonstandard remarks on actions taken regarding the audit report. This field may be left blank on initial entry.

NOTE: Finish by depressing the RELEASE/ENTER key. To return to the Contract Audit Followup Menu, depress PA2. These instructions apply to all functions within this application.

2.5.3.3 AF2000 - CHANGE EXISTING CONTRACT AUDIT REPORT

a. GENERAL - This function is used to change audit reports that have already been established in the system. (A general explanation of this function is available by entering AF2000 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.)

b. SCREEN FORMAT - Figure 2.5.3-3 is a sample screen format for AF2000.

AF2000 CHANGE EXISTING CONTRACT AUDIT REPORT
CBUD:

-----GENERAL TRACKING DATA-----

AUD-RPT-NO: 1101-2C444073
SUP-AUD-NO:
CONTRR-NM: MARTIN MARIETTA
ORG: C1 CROSS-REF:
DT-AUD-RPT: 83 09 09 DT-RPT-RCVD: 83 09 30
ACO-TCO: 32 RES-TRGT-DT: 84 11 30
TP-AUD: A DIS-TRGT-DT: 84 12 31
DT-RSLVD:
DT-PRENEG-RVW: CST-QUES-AVD: 0
DT-DEF-ACT-RQST:

-----REPORTABLE AUDIT DATA-----

CST-SUS-AVD: PND-LIT:

REMARKS:

FIGURE 2.5.3-3

c. INPUT INSTRUCTIONS - AUD-RPT-NO and ORG are protected fields and may not be changed. All other fields may be changed in accordance with the input instructions for entering a new audit report into the system except as follows. Depress REL (or ENTER) after last entry.

DT-PRENEG-RVW DATE PRENEGOTIATION OBJECTIVES REVIEWED (6 A/N)-
Enter the six position calendar date (YYMMDD) to designate that the contracting officer's proposed course for disposition of the audit report was reviewed and cleared by the appropriate Prenegotiation Review Officer (see DLAM 8105.1, 90.01). Enter waived if review was waived by an authorized official.

NOTE: If an audit report number and/or organization code are incorrect, then the entire audit report must be deleted and reentered under the correct audit report number and organization code.

2.5.3.4 AF3000 - DELETE EXISTING CONTRACT AUDIT REPORT

a. GENERAL - This function allows the user to completely delete an existing audit report from the system. The system will display the existing data on the user's terminal. The user may delete this data by depressing ENTER or terminate the delete action by depressing PA2. (A general explanation of this function is available by entering AF3000 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.)

b. SCREEN FORMAT - Figure 2.5.3-4 is a sample screen format for AF3000.

AF4000 COMPLETE EXISTING CONTRACT AUDIT REPORT
CBUD:

-----GENERAL TRACKING DATA-----

AUD-RPT-NO:	1101-2C444073	
SUP-AUD-NO:		
CNTRR-NM:	MARTIN-MARIETTA	
ORG:	C1	CROSS-REF:
DT-AUD-RPT:	83 09 09	DT-RPT-RCVD: 83 09 30
ACO-TCO:	32	RES-TRGT-DT: 84 11 30
TP-AUD:	A	DIS-TRGT-DT: 84 12 31
DT-RSLVD:		
DT-PRENEG-RVW:		CST-QUES-AVD: 0
DT-DEF-ACT-RQST:		DT-FNL-DIS:

-----REPORTABLE AUDIT DATA-----

CST-SUS-AVD:	PND-LIT:
REMARKS:	

FIGURE 2.5.3-5

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

DT-FNL-DIS DATE OF FINAL DISPOSITION (6 N) - Enter the six position calendar date (YYMMDD) on which final disposition of the audit report was achieved, i.e., the auditor's recommendations were implemented via contractual action, or the issue was decided by the contracting officer, the Armed Services Board of Contract Appeals (ASBCA), or the U.S. Claims Court or higher courts.

CST-SUS/AVD COST SUSTAINED/AVOIDED (10 N) - Enter the portion of the Cost Questioned/Cost Avoidance actually saved or avoided on final disposition of the audit report. Entry in this field must be void of special characters (\$, commas, etc.) and rounded to next highest dollar.

REMARKS: REMARKS (240 A/N) - User may enter up to 240 positions of nonstandard remarks on actions taken regarding the audit report. NOTE: When this is a superseded report, enter the new audit report number. See SUP-AUD-NO description.

NOTE: If a mistake was made in entry of either DT-FNL-DIS or CST-SUS/AVD, simply choose Function E on the Master Menu and enter the correct information.

2.5.4 INQUIRIES

2.5.4.1 AF5000 - INDIVIDUAL CONTRACT AUDIT REPORT INQUIRY

a. GENERAL - This inquiry displays to the user the existing data for a specific audit report. (A general explanation of this function is available by entering AF5000 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.) If the audit report is Reportable, Nonreportable, Superseded, Open, Closed, Age of Report (<6, 6-12, overage), these remarks are system generated and will be displayed on the screen. Other entered data such as Pending Litigation and applicable case number will also be displayed.

b. SCREEN FORMAT - Figure 2.5.4-1 is a sample screen format for AF5000.

```
*****
AF5000          INDIVIDUAL CONTRACT AUDIT REPORT INQUIRY
CBUD:
PRNTR:

AUD-RPT-NO:
SUP-AUD-NO:
CNTRR-NM:
ORG:    CROSS-REF:
DT-AUD-RPT:  DT-RPT-RCVD:
ACO-TCO:    RES-TRGT-DT:
TP-AUD:     DIS-TRGT-DT:
DT-RSLVD:
DT-PRENEG-RVW:          CST-QUES-AVD:
DT-DEF-ACT-RQST:        DT-FNL-DIS:
CST-SUS-AVD:            PND-LIT:
REMARKS:

DT-CREATED:
DT-LST-ACT:

*****
```

FIGURE 2.5.4-1

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

PRNTR	PRINTER LOCATION (4 A/N) - Enter the four position number of the printer to be used to produce a hard copy of the inquiry when a hard copy is required. Otherwise, leave blank. If entered, must be a valid printer location within the District.
AUD-RPT-NO	AUDIT REPORT NUMBER (25 A/N) - Enter the unique identifying number assigned to the audit report by DCAA (exactly as shown in the data base) for which data is to be displayed.

To screen print hard copy, if a printer number has been entered, depress REL (or ENTER) after last entry.

2.5.4.2 AF6000 - SCAN ALL CONTRACT AUDIT REPORTS INQUIRY

a. GENERAL - This inquiry allows the user to display the existing data for each audit report within an organization, for a specific contracting officer or for the entire District. Each ACO will use this inquiry to view the current reportable audit information for accuracy prior to producing the semiannual report. (A general explanation of this function is available by entering AF6000 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.) Also see description of AF5000 Screen, previous paragraph.

b. SCREEN FORMAT - Figure 2.5.4-2 is a sample screen format for AF6000.

```
*****
AF6000          SCAN ALL CONTRACT AUDIT REPORT INQUIRY
CBUD:
PRNTR:          INQ-ORG:          INQ-ACO-TCO:

AUD-RPT-NO:
SUP-AUD-NO:
CNTRR-NM:
    ORG:          CROSS-REF:
DT-AUD-RPT:      DT-RPT-RCVD:
    ACO-TCO:      RES-TRGT-DT:
    TP-AUD:       DIS-TRGT-DT:
DT-RSLVD:
DT-PRENEG-RVW:   CST-QUES-AVD:
DT-DEF-ACT-RQST: DT-FNL-DIS:
    CST-SUS-AVD:   PND-LIT:
    REMARKS:

DT-CREATED:
DT-LST-ACT:
```

FIGURE 2.5.4-2

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

PRNTR PRINTER LOCATION (4 A/N) - Enter the four position number of the printer to be used to produce a hard copy of the inquiry when a hard copy is required. Otherwise, leave blank. If entered, must be a valid printer location within the District.

INQ-ORG INQUIRY ORGANIZATION (2 A/N) - Enter the two position organization code for which the existing audit reports are to be displayed. If this field and INQ-ACO-TCO are left blank, all reports for the region will be displayed. If entered, must be a valid organization code within the District.

INQ-ACO-TCO INQUIRY ADMINISTRATIVE CONTRACTING OFFICER - TERMINATION CONTRACTING OFFICER (2 A/N) - Enter the two position code of the contracting officer for which the existing audit reports are to be displayed. If this field and INQ-ORG are left blank, all reports for the region will be displayed. If entered, must be a valid ACO-TCO Code within the District and INQ-ORG must also be entered.

NOTE: To page through the file when a hard copy is not requested, depress ENTER after each record. Otherwise, to screen print a hard copy, if a printer number has been entered, depress REL (or ENTER) after last entry.

2.5.4.3 AF7000 - BUILD REGION (DISTRICT) STATUS SUMMARY RECORDS

This function builds statistical records for the District as of the date the action is processed. When the statistics have been completed, the system will display them on AF8000, REGION (DISTRICT) STATUS SUMMARY. AF7000 is not a display screen.

2.5.4.4 AF8000 - REGION (DISTRICT) STATUS SUMMARY INQUIRY

a. GENERAL - This inquiry will display to the user the most current set of summary statistics on a request basis. The system will automatically display AF8010, SUMMARY OF AUDIT REPORTS, when the user depresses the PF3 key. When the PRNTR field contains data the system will route this inquiry and AF8010, SUMMARY OF AUDIT REPORTS to the printer identified. (General information regarding this inquiry and the data displayed is available by entering AF8000 in the CBUD field.)

b. SCREEN FORMAT - Figure 2.5.4-4 is a sample screen format for AF8000.

```
*****
AF8000                   REGION STATUS SUMMARY                   AS-OF-DT:
CBUD:                                                                   TIME:
PRNTR:
-----CLOSED-----                   -----OPEN-----
          >12                                   >12   6-12                   <6
-ORG-   O/A   OTHER           TOTAL   O/A   MONTH   MONTH   LIT   UCI   TOTAL
```

```
*END*                   DEPRESS 'PF3' TO VIEW SUMMARY OF AUDIT REPORTS
*****
FIGURE 2.5.4-4
```

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

PRNTR PRINTER LOCATION (4 A/N) - Enter the four position number for the printer to be used to produce a hard copy of this inquiry when a hard copy is required. Otherwise, leave blank. If entered, must be a valid printer location within the District.

To screen print a hard copy, if a printer number has been entered, depress REL (or ENTER) after last entry.

2.5.4.5 AF8010 - SUMMARY OF AUDIT REPORTS

a. GENERAL - This is the second portion of the Region Status Summary inquiry. It will provide the costs questioned and the costs sustained for open and closed reports, as applicable. Within these categories, the costs will be broken down as shown below.

b. SCREEN FORMAT - Figure 2.5.4-5 is a sample screen format for AF8010.

```
*****
AF8010                      SUMMARY OF AUDIT REPORTS                      AS-OF-DT: 83 11 20
CBUD:                                                                              TIME: 13:45:45
PRNTR:

                                 COSTS QUESTIONED                      COSTS SUSTAINED

OPEN REPORTS:
TOTAL OPEN REPORTS                      1222004
OVERAGE REPORTS >12 MONTHS                      1218004
REPORTS 6-12 MONTHS
REPORTS LESS THAN 6 MONTHS
IN LITIGATION
UNDER CRIMINAL INVESTIGATION                      4000

CLOSED REPORTS:
TOTAL CLOSED                                      2500                      2100
OVERAGE REPORTS >12 MONTHS                      2500                      2100
OTHERS CLOSED DURING PERIOD

TOTALS                                              1224504                      2100
```

DEPRESS 'PA2' TO RETURN TO MASTER MENU

FIGURE 2.5.4-5

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

PRNTR PRINTER LOCATION (4 A/N) - Enter the four position number for the printer to be used to produce the hard copy of this inquiry when a hard copy is required. Otherwise, leave blank. If entered, must be a valid printer location within the District.

To screen print a hard copy, if a printer number has been entered, depress REL (or ENTER) after last entry.

2.5.4.6 AF9000 - SUMMARY BY TYPE OF REPORTABLE AUDIT

a. GENERAL - This inquiry will provide the user with the number of open audit reports overage > 12 mo, 6-12 mo, < 6 mo, in litigation, under Criminal Investigation, and closed by type of audit within an organization, for specific contracting officer, or for the entire District. (General information for this inquiry and the individual data elements displayed is available by entering AF9000 in the CBUD field.)

b. SCREEN FORMAT - Figure 2.5.4-6 is a sample screen format for AF9000.

```
*****
AF9000      SUMMARY BY TYPE OF REPORTABLE AUDIT      AS OF DT
CBUD:
PRNTR:              INQ-ORG:              INQ-ACO-TCO

TYPE OF AUDIT:              >12 MO   6-12 MO   <6 MO   LIT   UCI   CLOSED
A-ESTIMATING SYSTEM SURVEYS
B-ACCOUNTING SYSTEM REVIEWS
C-INTERNAL CONTROL REVIEWS
D-DEFECTIVE PRICING REVIEWS
E-COST ACCOUNTING STANDARDS
F-OPERATIONS AUDITS
G-INCURRED COSTS
H-SETTLEMENT OF INDIRECT COST
I-FINAL PRICING SUBMISSIONS
J-TERMINATION SETTLEMENT PROP
K-EQUITABLE ADJUSTMENT CLAIMS
L-HARDSHIP CLAIMS
M-ESCALATION CLAIMS
```

TOTALS

SUMMARY BY TYPE OF REPORTABLE AUDIT FOR ORG COMPLETED

```
*****
FIGURE 2.5.4-6
```

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

PRNTR PRINTER LOCATION (4 A/N) - Enter the four position number for the printer to be used to produce a hard copy of this inquiry when a hard copy is required. Otherwise, leave blank. If entered, must be a valid printer location within the District.

INQ-ORG INQUIRY-ORGANIZATION (2A/N) - Enter the two position organization code for which the open audit reports are to be displayed. If this field and the INQ-ACO-TCO are left blank, all open reports for the region will be displayed. If entered, must be a valid organization code within the District.

To screen print a hard copy, if a printer number has been entered, depress REL (or ENTER) after last entry.

2.5.4.7 AF9010 - SUMMARY OF OPEN CONTRACT AUDIT REPORTS INQUIRY

a. GENERAL - This inquiry allows the user to display all open contract audit reports within an organization, for a specific contracting officer, or for the entire District and to further limit the inquiry to reportable or unreportable audit reports. (A general explanation of this function is available by entering AF9010 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.)

b. SCREEN FORMAT - Figure 2.5.4-7 is a sample screen format for AF9010.

```
*****
AF9010                OPEN CONTRACT AUDIT REPORTS INQUIRY
CBUD:
PRNTR:      INQ-ORG: 32          INQ-ACO-TCO:          REP/UNREP: R

                REPORT                                TP  RES/
-----AUDIT REPORT NO-----  DATE  -----CONTRACTOR-----  AUD  URES
      1101-2C444073           83/09/09      MARTIN-MARIETTA           A   R
      1101-2C444074           83/09/22      MCDONNELL-DOUGLAS           A   R
      1101-2C444075           83/10/12      MARTIN-MARIETTA           A   U
```

FIGURE 2.5.4-7

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

PRNTR PRINTER LOCATION (4 A/N) - Enter the four position number for the printer to be used to produce a hard copy of this inquiry when a hard copy is required. Otherwise, leave blank. If entered, must be a valid printer location within the District.

INQ-ORG INQUIRY ORGANIZATION (2 A/N) - Enter the two position organization code for which the open audit reports are to be displayed. If this field and INQ-ACO-TCO are left blank, all open reports for the region will be displayed. If entered, must be a valid organization code within the District.

INQ-ACO-TCO INQUIRY ADMINISTRATIVE CONTRACTING OFFICER -
 TERMINATION CONTRACTING OFFICER (2 A/N) - Enter the
 two position code of the contracting officer for
 which the open audit reports are to be displayed. If
 this field and INQ-ORG are left blank, all reports
 for the District will be displayed. If entered must
 be a valid ACO-TCO Code within the District and INQ-
 ORG must also be entered.

REP/UNREP REPORTABLE/UNREPORTABLE (1 A) - Enter R to obtain all
 open, reportable audit reports. Enter N to obtain
 only open, unreportable audit reports. If left blank
 all open audit reports, regardless of whether they
 are reportable or unreportable will displayed.

NOTE: To page through the file when a hard copy is not requested,
 depress ENTER when the prompt at the bottom of the screen is *MORE*.
 Otherwise, to print a hard copy, if a printer number has been entered,
 depress REL (or enter) after last entry.

2.5.4.8 AF9020 - SUMMARY OF CLOSED CONTRACT AUDIT REPORTS INQUIRY

a. GENERAL - This inquiry allows the user to display all closed
 contract audit reports within an organization, for a specific
 contracting officer, or for the entire District and to further limit the
 inquiry to reportable or unreportable audit reports. (A general
 explanation of this function is available by entering AF9020 in the CBUD
 field. CBUD information is also available for all input fields on the
 screen with the exception of the CBUD field itself.)

b. SCREEN FORMAT - Figure 2.5.4-8 is a sample screen format for
 AF9020.

```
*****
AF9020          CLOSED CONTRACT AUDIT REPORTS INQUIRY
CBUD:
PRNTR:   INQ-ORG: 32          INQ-ACO-TCO:          REP/UNREP: R

          REPORT                      TP  RES/  **
----AUDIT REPORT NO-----  DATE  -----CONTRACTOR-----  AUD  URES
1101-2C444078              83/11/09  FOURDEE INC              A    R
1101-2C4448998            83/12/22  MARTIN-MARIETTA          A    R
1101-2C4440488            83/10/12  MARTIN-MARIETTA          A    R
```

 FIGURE 2.5.4-8

c. INPUT INSTRUCTIONS - All fields are protected except CBUD and the following:

PRNTR	PRINTER LOCATION (4 A/N) - Enter the four position number for the printer to be used to produce a hard copy of this inquiry when a hard copy is required. Otherwise, leave blank. If entered, must be a valid printer location within the District.
INQ-ORG	INQUIRY ORGANIZATION (2 A/N) - Enter the two position organization code for which the open audit reports are to be displayed. If this field and INQ-ACO-TCO are left blank, all open reports for the District will be displayed. If entered, must be a valid organization code within the District.
INQ-ACO-TCO	INQUIRY ADMINISTRATIVE CONTRACTING OFFICER - TERMINATION CONTRACTING OFFICER (2 A/N) - Enter the two position code of the contracting officer for which the open audit reports are to be displayed. If this field and INQ-ORG are left blank, all reports for the region will be displayed. If entered must be a valid ACO-TCO Code within the District and INQ-ORG also be entered.
REP/UNREP	REPORTABLE/UNREPORTABLE (1 A) - Enter R to obtain all open, reportable audit reports. Enter N to obtain only open, unreportable audit reports. If left blank all open audit reports, regardless of whether they are reportable or unreportable will be displayed.

NOTE: To page through the file when a hard copy is not requested, depress ENTER when the prompt at the bottom of the screen is *MORE*. Otherwise, to print a hard copy, if a printer number has been entered, depress REL (or enter) after last entry.

2.5.5 HARD COPY OUTPUT

2.5.5.1 STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS (REPORT CONTROL SYMBOL DD-IG(SA)1580) - OPEN REPORTS

a. GENERAL - This report is produced automatically on a semiannual basis (31 March and 30 September) but may also be produced more often if desired. The report lists all open, reportable audits. The audits are broken down into Overage Reports (over 12 months), Reports 6-12 months old and less than 6 months old, in litigation, and reports involved in criminal investigation.

b. DATA ELEMENT DEFINITIONS - The following is a list of the data element names contained on this report. For complete definitions of each data element see the Data Element Definitions section found under 2.5.7.

REPORT HEADINGDATA ELEMENT NAME

AUDIT REPORT NO.	Audit Report Number
REPORT DATE	Date of Audit Report
CONTRACTOR NAME	Contractor Name
TYP AUD	Type of Audit
COSTS QUEST/AVOIDANCE	Costs Questioned/Costs Avoidance
DT-DEF-ACT RQST	Date Deferral Action Requested
PND-LIT	Open Pending Litigation
RES/URES	Resolved/Unresolved
RESOL TAR/ACT DATE	Resolution Target/Actual Date
DISPOS TARGET DATE	Disposition Target Date
DoD COMPONENT	Department of Defense Activity and DoD Activity Address Number listed in Appendix G of the DFARS

2.5.5.2 STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS (REPORT
CONTROL SYMBOL DD-IG(SA)1580) - REPORTS CLOSED DURING PERIOD

a. GENERAL - This report is produced automatically on a semiannual basis (30 March and 30 September) but may also be produced more often if desired. The report lists all reportable audits completed during the semiannual reporting period. The audits are broken down into REPORTS LISTED AS OVERAGE IN PRIOR REPORT and OTHER REPORTS CLOSED DURING PERIOD.

b. DATA ELEMENT DEFINITIONS - The following is a list of the data element names contained on this report. For complete definitions of each data element see the Data Element Definitions section found under 2.5.7.

REPORT HEADINGDATA ELEMENT NAME

AUDIT REPORT NO.	Audit Report Number
REPORT DATE	Date of Audit Report
CONTRACTOR NAME	Contractor Name
TYP AUD	Type of Audit
DATE OF DISPOS	Date of Final Disposition
COSTS QUEST/AVOIDANCE	Costs Questioned/Costs Avoidance
COSTS SUSTAINED/AVOIDED	Cost Sustained/Costs Avoided
DoD COMPONENT	Department of Defense Activity and DoD Activity Address Number listed in Appendix G of the DFARS.

2.5.5.3 UNAF030A - AUDIT REPORT RESOLUTION OVERAGE ALERT

a. GENERAL - This report is produced daily to notify the ACO or TCO that the audit reports listed are 150 days old based on the date of the audit report with no resolution date recorded. The report page breaks by ACO-TCO Code. It is possible for an audit report to appear both on this report and Report UNAF030B.

b. DATA ELEMENT DEFINITIONS - The following is a list of the data element names contained on this report. For complete definitions of each data element see the Data Element Definitions section found under 2.5.7.

REPORT HEADINGDATA ELEMENT NAME

ACO-TCO	Contracting Officer's Code
CONTRACTOR NAME	Contractor Name
AUD-RPT-NO	Audit Report Number
DT-AUD-RPT	Date of Audit Report
TP-AUD	Type of Audit
RES-TRGT-DT	Resolution Target Date

2.5.5.4 UNAF030B - AUDIT REPORT DISPOSITION OVERAGE ALERT

a. GENERAL - This report is produced daily to notify the ACO or TCO that the audit reports listed will reach their respective Disposition Target Dates in 30 days with no disposition date recorded. The report itself page breaks by ACO-TCO Code. It is possible for an audit report to appear both on this report and Report UNAF030A.

b. DATA ELEMENT DEFINITIONS - The following is a list of the data element names contained on this report. For complete definitions of each data element see the Data Element Definitions section found under 2.5.7.

REPORT HEADINGDATA ELEMENT NAME

ACO-TCO	Contracting Officer's Code
CONTRACTOR NAME	Contractor Name
AUD-RPT-NO	Audit Report Number
DT-AUD-RPT	Date of Audit Report
TP-AUD	Type of Audit
DIS-TRGT-DT	Disposition Target Date

2.5.5.5 UNAF150A - OPEN REPORTS - CONTRACT AUDIT FOLLOW-UP REMARKS DATA REPORTS

a. GENERAL - This report is produced on an as required basis. The report lists all open, reportable audits with the latest audit follow-up remarks data. The audits are broken down into Overage Reports (over 12 months), Reports 6-12 months old, less than 6 months old, in litigation, and reports involved in criminal investigation.

b. DATA ELEMENTS DEFINITIONS - The following is a list of the data element names contained on this report. For complete definitions of each data element see the Data Element Definitions section found under 2.5.7.

REPORT HEADINGDATA ELEMENT NAME

AUDIT REPORT NO.	Audit Report Number
REPORT DATE	Date of Audit Report
CONTRACTOR NAME	Contractor Name
TYP AUD	Type of Audit
COSTS QUEST/AVOIDANCE	Costs Questioned/Costs Avoidance

REPORT HEADINGDATA ELEMENT NAME

DT-DEF-ACTION-RQST	Date Deferral Action Requested
PND-LIT	Open Pending Litigation
RES/URES	Resolved/Unresolved
RESOL TAG/ACT DATE	Resolution Target/Actual Date
DISPOS TARGET DATE	Disposition Target Date
DoD COMPONENT	Department of Defense Activity and DoD Activity Address Number listed in Appendix G of the DFARS.

2.5.5.6 UNAF150B - CLOSED REPORTS - CONTRACT AUDIT FOLLOW-UP REMARKS
DATA REPORTS

a. GENERAL - This report is produced on an as required basis. The report lists all reportable audits dispositioned during the reporting period. The audits are broken down into REPORTS LISTED AS OVERAGED IN PRIOR REPORT and OTHER REPORTS CLOSED DURING PERIOD with the latest closing remarks data.

b. DATA ELEMENT DEFINITIONS - The following is a list of the data element names contained on this report. For complete definitions of each data element see the Data Element Definitions section found under 2.5.7.

REPORT HEADINGDATA ELEMENT NAME

AUDIT REPORT NO.	Audit Report Number
REPORT DATE	Date of Audit Report
CONTRACTOR NAME	Contractor Name
TYP AUD	Type of Audit
DATE OF DISPOS	Date of Deposition
COSTS QUEST/AVOIDANCE	Costs Questioned/Costs Avoidance
COSTS SUSTAINED/AVOIDED	Costs Sustained/Avoided
DoD COMPONENT	Department of Defense Activity and DoD Activity Address Number listed in Appendix G of the DFARS.

2.5.6 ERROR MESSAGES AND EXPLANATIONS

ERROR MESSAGESEXPLANATION

ALL AUDIT REPORTS FOR	For the ACO-TCO entered requesting all audit REQUESTED ACO-TCO HAVE reports be displayed, no audit reports have been BEEN SHOWN located within the system.
ALL AUDIT REPORTS FOR REQUESTED ORG HAVE BEEN SHOWN	For the ORG entered requesting all audit reports be displayed, no audit reports have been located within the system.
AUD-RPT-NO ENTERED IS NOT ON THE FILE	The Audit Report Number entered for the change, delete or complete function must match an audit report number previously entered into the system. This error message will be displayed when the entry made cannot be located on the file.

ERROR MESSAGESEXPLANATION

CONTRR-NM MUST CONTAIN
AN ENTRY

The contractor's name must be entered for each audit report number established using the established function. Enter up to 35 characters of the contractor's name.

CST-QUES-AVD MUST BE
NUMERIC

The entry in this field must be all numerics (0-9), greater than zero if type of audit is G, H, I, J, K, L, or M. An explanation of this field is available by using PF1 when this error message is displayed.

DIS-TRGT-DT IS NOT A VALID
CALENDAR DATE (YYMMDD)

The entry in the DIS-TRGT-DT field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered).

DT-AUD-RPT IS NOT A VALID
CALENDAR DATE (YYMMDD)

The entry in the DT-AUD-RPT field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered).

DT-PRENEG-RVW IS NOT A
VALID CALENDAR DATE

The entry in the DT-PRENEG-RVW field must be a valid calendar date formatted YY (00-99), MM (01-(YYMMDD) 12), DD (within day range for the month entered).

DT-FNL-DIS MUST BE A VALID
CALENDAR DATE (YYMMDD)

The entry in the DT-FNL-DIS field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered).

DT-RPT-RCVD IS NOT A VALID
CALENDAR DATE (YYMMDD)

The entry in the DT-RPT-RCVD field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered).

DT-RSLVD IS NOT A VALID
CALENDAR DATE (YYMMDD)

The entry in the DT-RSLVD field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered).

DUPLICATE AUD-RPT-NO -
ALREADY EXISTS ON THE FILE

For the add function, the audit report number entered has already been established in the system. The audit report number should be verified for correctness. Reinput if number entered was incorrect.

DT-DEF-ACT-RQST IS NOT

The entry in the DT-DEF-ACT-RQST field must be a valid calendar date (YYMMDD) formatted YY (00-99), MM (01-12), DD (within day range for the month entered).

ERROR MESSAGESEXPLANATION

ENTRY CST-QUES-AVD FIELD
IS NOT BLANK OR NUMERIC

This field may be left blank if type of audit is other than G, H, I, J, K, L, or M. When an entry is made, it must be all numerics (0-9).

ENTRY IN ACO-TCO FIELD IS
NOT VALID FOR THIS DCMR

The two position ACO/TCO Code entered must be one that has been established in the system as valid. Reenter code if incorrect or contact system administrator if the code needs to be added to the system.

ENTRY IN CST-SUS/AVD
FIELD MUST BE NUMERIC

When an entry is made, it must be all numerics (0-9).

ENTRY IN ORG FIELD IS NOT
VALID ORG FOR THIS DCASR

The two position organization entered does not match the list of valid organization codes established for the District. When the code entered is incorrect, enter a valid code. If the code is correct, request the local system administrator add the code to the system's list.

ENTRY IN DT-DEF-ACT RQST
FIELD MUST BE NUMERIC

This field must be N/A for Sections A, B, C, and D of the UNAF010A Reports, and a valid calendar date formatted YY (00-99), MM (01-12), DD (within day range for the month entered) for audit reports listed in Part E.

ENTRY IN PND-LIT FIELD
MUST BE BLANK OR
ALPHANUMERIC

This field may be left blank or may contain alphanumerics.

FUNCTION INVALID - PLEASE
REENTER

An entry to the field FUNCTION can only be a numeric (0-9). Any other entry would result in this error message displaying on the screen.

FUNCTION NOT AUTHORIZED -
CONTACT SYSTEM
ADMINISTRATOR

Each user must be authorized to perform the individual functions. When this error occurs it indicates that this authorization has not been established for the function being entered by the year.

INQ-ORG MUST BE BLANK OR
VALID FOR THIS DCMR

If an entry is made in the INQ-ORG field it must match a list of valid organization codes established for the District.

INVALID ENTRY IN CBUD
FIELD - NOT AN INPUT
ELEMENT

Entries in the CBUD field must be the exact data element names that are shown on the screens. If this error occurs, check the entry in the CBUD field against the element name appearing on the screen for exact spelling.

ERROR MESSAGESEXPLANATION

REP/UNRP MUST BE R, N, OR
BLANK

The entry in REP/UNREP must be R, N, or
blank.

RES-TRGT-DT MUST BE A VALID
CALENDAR DATE (YYMMDD)

The entry in the RES-TRGT-DT must be a
valid calendar date formatted YY (00-99),
MM (01-12), DD (within day range for month
entered).

RES-TRGT-DT MUST BE LESS
THAN DIS-TRGT-DT

The entry in the RES-TRGT-DT must be prior
to the DIS-TRGT-DT.

SUP-AUD-NO ENTERED NOT ON
FILE

The Superseded Audit Report Number entered
must match an audit report number
previously entered into the system.

THE AUD-RPT-NO FIELD MUST
CONTAIN AN ENTRY

When the change, delete or complete
function is utilized, the Audit Report
Number for which action is required must
also be entered.

THE ENTRY IN THE PRNTR
FIELD IS NOT A VALID
PRINTER-ID

The four digit code entered must match one
that has been established as valid within
the DCMD.

THERE ARE NO AUDIT REPORTS
ON THE FILE

An inquiry has been requested to display
the existing audit reports. None were
located within the system.

THERE ARE NO AUDIT REPORTS
ON THE FILE FOR THE ORG
ENTERED

For the ORG entered requesting all audit
reports be displayed, no audit reports have
been located within the system.

TP-AUD CODE DOES NOT
MATCH LIST OF VALID CODES

The code entered must be an alpha A-O. No
other entry will be acceptable. A list of
these codes and an explanation of each is
available by using PF1 when this error
message is displayed.

2.5.7 DATA ELEMENT DEFINITIONS

DATA ELEMENTDEFINITION

AS OF DATE

The latest date that statistics were
computed.

AUDIT REPORT NUMBER

The unique identifying number assigned to
the audit report by DCAA.

CLOSED REPORTS - OTHER

The number of all reportable audit reports
which were closed during this reporting
period other than Closed Reports - Prior
Overaged.

<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
CLOSED REPORTS - OTHER COSTS QUESTIONED/AVOIDANCE	The sum of the costs questioned/avoidance for all reportable audit reports which were closed during this reporting period and are not included in Closed Reports - Prior Overage/Costs Questioned/Avoidance.
CLOSED REPORTS - OTHER COSTS SUSTAINED/AVOIDED	The sum of the costs sustained/avoided for all reportable audit reports which were closed during this reporting period and are not included in Closed Reports - Prior Overage/Costs Sustained/Avoided.
CLOSED REPORTS - OVERAGED	The number of reportable audit reports which were closed during this reporting period and were overaged.
CLOSED REPORTS - OVERAGED COSTS QUESTIONED	The sum of the costs questioned/avoidance for all reportable audit reports which were closed during this reporting period and were overaged.
CLOSED REPORTS - OVERAGED COSTS SUSTAINED/AVOIDED	The sum of the costs sustained/avoided for all reportable audit reports which were closed during this reporting period and were overaged.
CONTRACTING OFFICER'S CODE DCMC	A two digit code identifying the particular contracting officer (ACO or TCO) having the responsibility for resolution and disposition of the audit report.
CONTRACTOR'S NAME	The name of the plant, division or company at which the audit was performed.
COSTS QUESTIONED/COSTS AVOIDANCE	The portions of the contractor's proposed or actual costs that are identified in the audit report as being not allocable, reasonable or allowable; or, identified as being avoidable (i.e., will not be incurred) through a change in the contractor's practices.
COSTS SUSTAINED/AVOIDED	That portion of the Costs Questioned/Costs Avoidance (see definition above) actually saved or avoided final disposition of the audit report.
CROSS-REFERENCE NUMBER	Provides a cross-reference from an audit report to a specific contract or to another related audit report.
DATE AUDIT REPORT RECEIVED	The date the audit report was actually received by the cognizant contract administration activity (CAO or DCMD).

ERROR MESSAGESEXPLANATION

DATE CREATED	The date the record for an individual audit report was created within this system.
DATE LAST ACTION	The date of the latest action to create, change, or add information to a record in this system.
DATE OF AUDIT REPORT	The date the audit report was released by DCAA (will be found on the cover page of the audit report, or on the transmittal letter).
DATE DEFERRAL ACTION REQUESTED	The date of request by an investigating agency to defer resolution and/or disposition actions on audit recommendations.
DATE OF FINAL DISPOSITION	The date on which final disposition of the audit report was achieved, i.e., the auditor's recommendations were implemented via contractual action, or the issue was decided by the contracting officer, the Armed Services Board of Contract Appeals (ASBCA), or the U.S. Claims Court or higher courts.
DATE PRENEGOTIATION OBJECTIVES REVIEWED	The date the contracting officer's prenegotiation position/objective is reviewed or cleared by the appropriate Prenegotiation Review Official
DATE RESOLVED	The date on which any differences between the contracting officer and the auditor, concerning the content of the audit report or the auditor's recommendations, were resolved and the Government's course of action was established.
DEPARTMENT OF DEFENSE ACTIVITY DISPOSITION	A unique two position organization code assigned to each DCMAO, DPRO and DCMD.
TARGET DATE	The target date established by the responsible contracting officer for final disposition of the audit report. This date is to be revised as necessary to most accurately reflect the latest status of disposition efforts. (See also Date of Final Disposition above.)
INQUIRY ORGANIZATION	The two position organization code for which the inquiry is requested.

<u>ERROR MESSAGES</u>	<u>EXPLANATION</u>
OPEN PENDING LITIGATION	Indicates that an issue raised by the audit report is being litigated before the ASBCA or a court, and that disposition of the audit report must await a decision from the Board or court.
OPEN REPORTS IN LITIGATION	The number of reportable audit reports that are open and pending litigation.
OPEN REPORTS IN LITIGATION COST QUESTIONED/AVOIDANCE	The sum of the costs questioned/avoidance for those reportable audit reports which are open and pending litigation.
OPEN REPORTS INVOLVED IN CRIMINAL INVESTIGATION	The number of reportable audit reports that are open and are involved in criminal investigation and the investigative agency requested deferral of resolution and/or disposition of actions.
OPEN REPORTS INVOLVED IN CRIMINAL INVESTIGATION COSTS QUESTIONED/AVOIDANCE	The sum of costs questioned/avoidance for all open reports that are involved in criminal investigation.
OPEN REPORTS - LESS THAN 6 MONTHS OLD	The number of reportable audit reports that are open and are less than six months old.
OPEN REPORTS - LESS THAN 6 MONTHS OLD - COST QUESTIONED/AVOIDANCE	The sum of the costs questioned/avoidance for all reportable audit reports which are less than six months old and are open.
OPEN REPORTS - 6-12	The number of reportable audit reports that are open and are greater than six months but less than 12 months old.
OPEN REPORTS - 6-12 COST QUESTIONED/AVOIDANCE	The sum of the costs questioned/avoidance for all reportable audit reports which are greater than six months but less than 12 months old.
OPEN REPORTS - OVERAGE	The number of reportable audit reports that are open and overage (12 months or greater).
ORGANIZATION	A two digit code identifying the cognizant contract administration activity (CAO or DCMD).
OVERAGE AUDIT REPORT	An audit report is considered to be overage when the difference between the current date and the Date of Audit Report is twelve months or greater.

ERROR MESSAGESEXPLANATION

RECORD TIME	The actual clock time the statistics record was added to the NPA1 File.
REMARKS	A 240 position field for in-the-clear remarks. This field must be updated regularly to reflect latest audit follow-up action.
REPORTABLE AUDIT INDICATOR	Indicates that the audit report must be reported on semiannually to the Office of the Inspector General (DoD) in accordance with DoD 7640.2.
RESOLVED/UNRESOLVED	Indicates whether or not final resolution of the differences between the contracting officer and the auditor concerning the content of the audit report or the auditor's recommendations has been accomplished.
RESOLUTION TARGET/ACTUAL DATE	The target date established by the responsible contracting officer for final resolution of differences between the contracting officer and the auditor concerning the content of the audit report or the auditor's recommendation, or if resolved, the date of resolution.
SUPERSEDED AUDIT REPORT NUMBER	The number of the audit report established that was subsequently superseded by a later audit report.